



June 15, 2009

TO: Citizens' Oversight Committee

FROM: Li Zhang, Manager of Finance and Administration

RE: Review of the Draft FY2009-10 TAM Annual Budget, Agenda Item 7

The Transportation Authority of Marin (TAM) released its FY2009-10 Annual Budget at its May 21, 2009 Board meeting for a 30-day public review and comments period. Staff would like to present the Draft FY2009-10 TAM Annual Budget to the COC for its review and feedback. Staff will also review the most current taxable sales growth projection from the Board of Equalization (BOE) and discuss its impact on TAM's FY2009-10 Measure A sales tax revenue estimate with the committee.

A Public hearing will be conducted at the TAM's June 25, 2009 meeting and the draft FY2009-10 Annual Budget is expected to be adopted following the public hearing.

Recommendation: Discussion Item

Attachments

May 21, 2009 Staff report along with the draft budget and related attachments



May 21, 2009

TO: Transportation Authority of Marin Board of Commissioners

FROM: Dianne Steinhauser, Executive Director

THROUGH: Li Zhang, Manager of Finance and Administration

RE: Review of Draft TAM FY2009-10 Annual Budget and Release for
Public Comment Period, Agenda Item 6i

Dear Commissioners:

Executive Summary

Attached for your review is the Draft TAM FY2009-10 Annual Budget. Pursuant to Article VI, Section 106.1 of the TAM Administrative Code, no later than the June meeting, the Board shall adopt the annual budget for the ensuing fiscal year. The Administrative Code further requires that a public hearing be held on the adoption of the budget and the proposed budget be posted for no less than a thirty-day public comment period.

The Executive Committee reviewed the Draft TAM FY2009-10 Annual Budget at its May 11th meeting and provided the following comment/revision:

1. Chair Kinsey asked staff to re-evaluate the needs of the "Federal Legislative Assistance" line item. He commented that this budget line item has been on TAM's annual budget for the past year, as well as the current year. However no expenditures have incurred and maybe it's time to revisit the needs of this item.

2. Vice-Chair Boro asked about the interest revenue that was assigned to Bike/Pedestrian Path maintenance according to the Bike/Ped Path Maintenance Policy adopted by the Board back in June 2006, reinforced after a maintenance study was done, in February 2008. He reported that the City of San Rafael is intending to use this funding for the routine maintenance of the Puerto Suello Hill Bike/Ped path next year.

The draft budget that is presented to the TAM Board for review has incorporated the revision that Commissioner Boro requested. Staff will further review the needs of the Federal Legislative Assistance item and report back to the Board at its June meeting.

The TAM FY2009-10 work plans are also presented as part of the budget package for your review. Five Attachments are included in this report:

Attachment 1. Draft TAM FY2009-10 Annual Budget

Attachment 2.	Assumptions for FY2009-10 Budget Development
Attachment 3.	FY2009-10 City/Town/County CMA Fee Schedule
Attachment 4.	Calculation of FY2009-10 Appropriation Limit
Attachment 5.	Draft FY2009-10 TAM Work Plans

Recommendation: The TAM Board reviews the Draft TAM FY2009-10 Annual Budget, provides comments and releases it for public comment.

Background

Pursuant to Article VI, Section 106.1 of the TAM Administrative Code, no later than the June meeting of each year, the Board shall adopt the annual budget for the ensuing fiscal year. The Administrative Code further requires that a public hearing be held on the adoption of the budget and the proposed budget be posted for a public comment period for no less than 30 days.

The budget provides reasonable estimates for revenues expected for the upcoming fiscal year, as well as potential expenditures. Attachment 1, Draft TAM FY2009-10 Budget, illustrates all revenues and expenditure items included in the budget. Revenues included reflect both funds that TAM directly manages, such as Measure A Sales Tax, and funds that TAM acts as the pass-through agency, such as the Regional Measure 2 funding for Marin County. Attachment 2 illustrates assumptions used for the specific line items in the budget. As the designated Congestion Management Agency for Marin County, TAM collects contributions from each city/town and the county for the transportation programming/planning services provided. The fee is based on a 50% population/50% public road lane-mile maintained formula. Each jurisdiction's share for FY2009-10 is shown in Attachment 3. Attachment 4 illustrates TAM's annual appropriation limit (Gann Limit) calculation. Attachment 5 includes all TAM's FY2009-10 work plans. These work plans guide staff and illustrate for the Board TAM's upcoming workload.

TAM Organization and FY2009-10 Staff Plan:

After four years of transformation, TAM now is a mature independent agency integrating the CMA and Sales Tax Authority functions and serving the transportation planning, programming, and funding needs of the local governments and residents of Marin County. TAM has a total of 12.75 full time equivalent (FTE) positions approved by the TAM Board, with a 0.75 FTE Associate Civil Engineer position borrowed from the County of Marin under an MOU. All other 12 positions are full time TAM positions, with the Receptionist position being shared by the other two transportation agencies cohabitating with TAM in the same office suite: Marin Transit and Sonoma Marin Area Rail Transit (SMART) (*please see the TAM FY2009-10 Organization Chart on Page 4 of the staff report*). Unfortunately, TAM will lose its Project Delivery Manager, Bill Gamlen, in the middle of May, who will start his new career with our sister agency SMART. This critical position will need to be refilled early in FY2009-10. TAM is in the final recruitment process of its new Planning Manager. After extensive outreach, TAM was able to attract a good pool of candidates early this year with its Planning Manager position opening. Staff expects to announce and maybe introduce the new Planning Manager at the May TAM Board meeting. The new Planning Manager will then help the Executive Director evaluating the current staffing plan and decide how urgent it is to backfill the Associate/Senior Transportation Planner position. For the development of the

FY2009-10 Annual Budget, only 50% of the Associate/Senior Transportation Planner annual cost is assumed.

Due to the potential further Measure A revenue loss and other overall transportation funding challenges TAM is experiencing because of the current economic hardship, TAM recommends postponing the hiring of its Public Information Coordinator for next year. Staff will pursue the alternative of hiring an on-call consultant team for essential public outreach needs for FY2009-10.

Highlights of TAM's FY2009-10 Budget

Measure A Revenue:

Based on the disbursements received as of April 2009 and the worsening economic conditions, staff proposes to set the budgeted Measure A revenue for FY2009-01 at \$20.0 million. This reflects an 0.8 million, or 3.4%, reduction from the FY2008-09 budgeted amount. Any revenue that comes in above the \$20.0 million level will be programmed in the 2010 Strategic Plan Update, allowing project sponsors to access these funds in FY2010-11.

As specified in the Expenditure Plan and TAM's 2008 Strategic Plan, five percent of the total revenue is taken off the top for administration of the sales tax and program/project management oversight. Another five percent of the sales tax revenue is set aside as reserve for unforeseen economic hardship or funding loss. Based on a revenue estimate of \$20.0 million, \$1.0 million will be earmarked for Measure A administration and project/program management support for FY 2009-10. An additional \$1.0 million will be budgeted for reserve. Also, \$2.35 million will be deposited for Strategy 2, after the 10% takedown mentioned above, to meet the cash flow of the project as well as to repay the \$12.5 million secured through an MTC loan so TAM can avoid bond financing for the project. Revenue shares for the remaining three strategies are recalculated and the remaining funds are distributed accordingly per the Expenditure Plan.

Potential Debt Financing Needs:

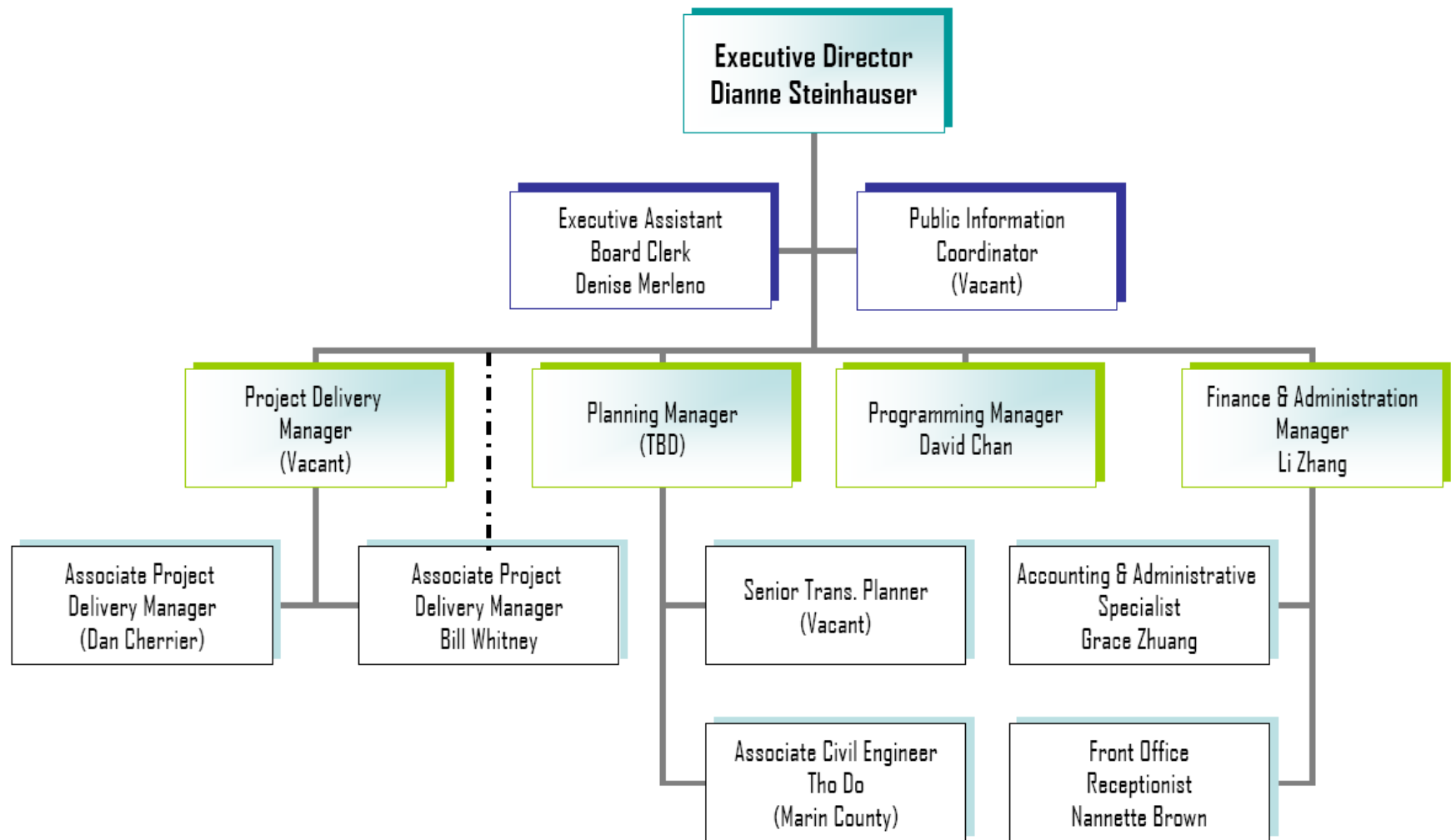
The cash flow needs for the 101 Gap Closure project are primarily satisfied by the \$12.5 million loan from MTC, with the \$2.35 million debt service reserve accumulated since FY2005-06. The potential deficit expected for Major Road Projects in FY2009-10 are postponed to FY2010-11 due to project delays. Therefore, there is no debt financing anticipated in FY2009-10.

Indirect Cost Allocation Plan:

Indirect costs are expenditures incurred not solely for the needs of a specific transportation project therefore cannot be qualified as direct cost to the project. Typical indirect costs include office lease payment, office furniture, human resource support, etc. At the discretion of the local agencies, indirect costs may be included when seeking reimbursement for their federal-aid transportation projects, as well as STIP projects and state funded projects. TAM can exercise this option to recover a portion of its indirect costs through the projects. TAM staff prepared its first Indirect Cost Allocation Plan for FY2007-08 and submitted it to Caltrans

Transportation Authority of Marin

FY2009-10 Organization Chart



and the State Controller's Office for review and approval back in February 2008 and is still waiting for the final approval of the plan. Staff also submitted TAM's FY2008-09 Indirect Cost Allocation Plan in August 2008 and is also still waiting for the approval of that plan. Once those two plans are approved, TAM then has the option to claim reimbursement of indirect costs based on each project's fund availability.

Major CMA Revenues Expected for FY2009-10:

Cities/Towns and County Contribution: as the Congestion Management Agency (CMA) in Marin County, TAM receives a total of \$430,000 from the cities/towns and the County annually for services provided.

Interest Earned: interest earned for FY2009-10 is estimated to be \$500,000, with about \$400,000 generated by the available Measure A fund balance and \$100,000 by the fund balance of all other funds.

STP/CMAQ/T-Plus Planning: The funding agreement between TAM and MTC regarding the STP/CMAQ Planning fund will expire at the end of FY2008-09. While the current fund agreement allows TAM to utilize up to \$525,000 per year for all STP/CMAQ/T-Plus eligible activities, the actual cost for TAM to meet all the related work needs is significantly higher. In partnership with the other CMAs in the region, TAM is hoping that MTC will agree to increase the funding level in FY2009-10. The same level of funding as in FY2008-09 is assumed at this time point since no final agreement has reached between MTC and the CMAs. Staff will provide the revised funding level once the new agreement is reached.

STIP/PPM: With the passage of Assembly Bill 2538, TAM is eligible to use up to 5% of its STIP funds for Planning, Programming, and Monitoring (PPM) activities. As of April 2009, TAM spent more than \$400,000 in various STIP PPM activities, such as state funding oversight and monitoring, including STIP programming needs, Hwy 101 Gap Closure project management, and the Central/Southern Marin Transit Study, etc. For FY2009-10, TAM is expected to utilize this funding source for staff and other state funding/STIP related activities. With the indirect cost reimbursement request TAM is planning to submit once we have the approval of our Indirect Cost Allocation plans, the total STIP PPM revenue expected is about \$450,000.

RM2: TAM expects a total of \$5.4 million in Regional Measure 2 (RM2) funds for projects in FY2009-10. Funding will be used for the construction phase of the Calpark Hill Pathway, and environmental studies /design work for the Hwy 101 Greenbrae/Twin Cities Improvement Project as well as the Central Marin Ferry Connection project.

NTPP: TAM received a total of \$100,000 from the Non-motorized Transportation Pilot Program (NTPP) to fund TAM's Street Smarts Program. About \$25,000 of the \$100,000 received was spent and will be reimbursed in the current year. The remaining \$75,000 is planned to be spent and reimbursed in FY2009-10.

CMIA: TAM successfully secured \$20 million through the Prop 1B Corridor Mobility Improvement Account (CMIA) funds for the 580/101 Connector Project. Funds were utilized in FY2008-09 for environmental, design, and right of way activities to enable the project to be ready for construction. \$600,000 will be used in FY2009-10 for continuing work on this project.

MSN Federal Earmark: TAM secured \$841,500 in a federal earmark to support environmental and preliminary engineering work on the Marin Sonoma Narrows (MSN) Project, with \$500,000 of the total amount expected to be used in FY2009-10. This is envisioned for staff support for the Narrows project, as well as our macroeconomic analysis of congestion pricing/High Occupancy Toll (HOT) lane options for the corridor.

TCRP: About \$5.4 million from the Traffic Congestion Relieve Program (TCRP) is expected in FY2009-10 to start design efforts on the Marin Sonoma Narrows Project.

Other Agency Contribution: TAM will receive a \$175,000 grant from the Marin Community Foundation for its School Pool and Safe Routes Education programs in FY2009-10.

Major Expenditure Categories:

Administration: Compared to FY2008-09, there is a \$177,000 decrease in the Administration Category. Salaries and Benefits line item is the major contributor to the budget decrease since TAM is only budgeted for 0.5 FTE for the Associate/Senior Transportation Planner position. TAM also decided to further postpone the hiring of the full time Public Information Coordinator as a precaution due to the current economic conditions. Public outreach needs will be handled through consultant services.

Professional Services: The Professional Service Category in the FY2009-10 Budget is reduced by \$3.0 million compared to the budget of FY2008-09. The majority of the professional services needs are from TAM's continuing work on several major capital projects, such as the Marin Sonoma Narrows project, the Hwy 101 Greenbrae/Twin Cities Improvement project, and the 580/101 Connector project.

Measure A Programs: A five year, 5% annual reserve policy was adopted as part of TAM's Strategic Plan, beginning with FY2005-06. FY2009-10 is the last year that a 5% reserve will be set aside to better prepare TAM for any unforeseen financial hardships. FY2009-10 is also the first year that up to \$75,000 of the interest revenue will be made available for the routine maintenance of regional Bike/Ped path, according to the Bike/Ped Maintenance Policy adopted by the TAM Board in February 2009. TAM is expected to fully allocate the funding share for Strategy 1 and 2. The budgeted amounts for Strategy 3 and Strategy 4 are based on the actual project/program needs. Total Measure A expenditures will be \$28.3 million, which is about the same level as what was budgeted for FY2008-09. The \$20.0 million revenues anticipated for FY2009-10, along with fund balance from FY2008-09 will be efficient to cover the \$28.3 million expenditures budgeted for FY2009-10.

Interagency Agreements: The Interagency Agreements category covers projects for which TAM acts as the pass through agency, as opposed to being a project sponsor. The \$2.9 million budget required for this category is primarily attributed to the fund agreement with Marin County on RM2 funds for the Calpark project.

Other Capital Expenditures: This category includes anticipated reimbursement request for all of the TFCA projects as well as the TDA Article 3 funds that TAM dedicated to the 101 Gap Closure project in order to cover the funding shortfall. Total amount for this category is \$2.0 million.

Prior Year Carryover: Based on the audited carryover balance from FY2007-08 and current revenues and expenditures in the FY2008-09 Annual Budget, it's estimated that FY2008-09 will end with approximately \$23.1 million available in various TAM funding accounts. Based

on the current spending trend, the final audited FY2008-09 carryover most likely will be higher than the estimated amount since most of the actual costs for the Measure A items are trending lower than the corresponding budget items. Please note all funds carried into FY2009-10 from FY2008-09 are restricted for expenditures in upcoming years, including allocations for Measure A projects/programs, professional services for various CMA activities, etc.

Appropriations Limit

TAM Ordinance 2004-1 adopted the final Measure A Sales Tax Expenditure Plan and an annual appropriations limit (Gann Limit) as required by Article XIII B of the State Constitution. Each year the limit is re-calculated based on inflation and population growth factors. As shown in Attachment 4, the FY2009-10 appropriations limit is \$64,204,867, and the net sales tax amount subject to limitation is \$20,400,000. This sales tax amount includes the new Measure A revenues and interest revenue estimated for FY2009-10.

Recommendation: The TAM Board reviews the Draft TAM FY2009-10 Annual Budget, provides comments and releases it for public comment.

Attachments

- Attachment 1. Draft TAM FY2009-10 Budget
- Attachment 2. Assumptions for FY2009-10 Budget Development
- Attachment 3. FY2009-10 City/Town/ County CMA Fee Schedule
- Attachment 4. Calculation of FY2009-10 Appropriation Limit
- Attachment 5. Draft FY2009-10 TAM Work Plans

Attachment 1

**Transportation Authority of Marin
DRAFT FY2009-10 Annual Budget**

	Final FY2008-09	Proposed FY2009-10	% Change
<i>Beginning Balance</i>	<i>31,126,505</i>	<i>23,060,107</i>	<i>-26%</i>
REVENUE			
Measure A Sales Tax	20,800,000	20,000,000	-4%
Cities/Towns and County Contribution	430,000	430,000	0%
Interest Earned	500,000	500,000	0%
STP/CMAQ	375,000	375,000	0%
T-Plus	150,000	150,000	0%
STIP/PPM	338,000	450,000	33%
RM2 Revenue	5,100,000	5,425,000	6%
Community Based Transportation Funding	15,000	4,000	-73%
TDA Article 3	386,000	1,560,500	304%
TFCA Funding	360,000	360,000	0%
Non-Motorized Transportation Pilot Program Funding	100,000	74,000	-26%
MSN Federal Earmark	600,000	500,000	-17%
CMIA Bond Revenue	1,200,000	600,000	-50%
TCRP	6,985,000	5,358,000	-23%
Other Agency Contribution	65,000	175,000	169%
<i>Total Revenue Available</i>	<i>37,404,000</i>	<i>35,961,500</i>	<i>-4%</i>
EXPENDITURES			
Administration			
Salaries & Benefits	2,100,000	1,900,000	-10%
Office Lease	200,000	200,000	0%
Equipment	10,000	10,000	0%
Agency Car Leasing	20,000	20,000	0%
Telephone/Internet/ Web Hosting Services	25,000	25,000	0%
Office Supplies	20,000	22,000	10%
Insurance	8,000	8,000	0%
Audit	17,500	18,500	6%
Legal	20,000	20,000	0%
Accounting/Payroll	10,000	10,000	0%
Document Reproduction	20,000	30,000	50%
Memberships	10,000	20,000	100%
Travel/Meetings/Conferences	25,000	25,000	0%
Professional Development	5,000	5,000	0%
Misc. Expenses	5,000	5,000	0%
<i>Subtotal, Administration</i>	<i>2,495,500</i>	<i>2,318,500</i>	<i>-7%</i>

Attachment 1**Transportation Authority of Marin
DRAFT FY2009-10 Annual Budget**

Professional Services			
Congestion Management Plan Update	65,000	65,000	0%
T-PLUS	20,000	35,000	75%
Project Management Oversight	375,000	500,000	33%
101 Construction Management Oversight		75,000	N/A
Community Based Transportation Plan	15,000	4,000	-73%
MSN Congestion Pricing Study	300,000	250,000	-17%
MSN Preliminary Engineer and Design	400,000		-100%
MSN San Antonio Interchange Design	3,000,000	2,375,000	-21%
MSN San Antonio Curve Design	3,000,000	2,375,000	-21%
MSN On-Call Contract	500,000	100,000	-80%
Federal Legislative Assistance	35,000	35,000	0%
State Legislative Assistance	35,000	35,000	0%
Financial Advisor	35,000	35,000	0%
Human Resources/Board Support	30,000	30,000	0%
Information Technology Support	30,000	30,000	0%
Hwy 101 Greenbrae/Twin Cities PA&ED	3,175,000	1,200,000	-62%
Central Marin Ferry Connection PA&ED		1,050,000	N/A
580/101 Connector Construction Management	1,000,000	600,000	-40%
Street Smarts/School Pool/Safe Routes Education	100,000	250,000	150%
Transportation Demand Management	125,000	50,350	-60%
Southern Marin Transit Study	265,000		-100%
MSN Project Management		300,000	N/A
Planning Initiatives		50,000	N/A
On call Public Outreach Contract		75,000	N/A
Consulting Pool	50,000	75,000	50%
Subtotal, Professional Services	12,555,000	9,594,350	-24%

Attachment 1

**Transportation Authority of Marin
DRAFT FY2009-10 Annual Budget**

Measure A Programs			
Reserve	1,040,000	1,000,000	-4%
Bike/Ped Path Maintenance		75,000	N/A
Strategy 1 - Transit	11,048,150	10,438,940	-6%
<i>Substrategy 1.1 - Local Bus Transit Service</i>	<i>7,510,131</i>	<i>6,814,154</i>	<i>-9%</i>
<i>Substrategy 1.2 - Rural Bus Transit System</i>	<i>579,577</i>	<i>572,713</i>	<i>-1%</i>
<i>Substrategy 1.3 - Special Needs Transit Services</i>	<i>1,649,863</i>	<i>1,540,042</i>	<i>-7%</i>
<i>Substrategy 1.4 - Bus Transit Facilities</i>	<i>1,308,579</i>	<i>1,512,031</i>	<i>16%</i>
Strategy 2 - Hwy 101 Gap Closure	2,157,587	7,227,874	235%
<i>101 Construction Management Oversight</i>	<i>300,000</i>		<i>-100%</i>
<i>MTC Loan Repayment</i>	<i>892,587</i>	<i>1,785,174</i>	<i>100%</i>
<i>TE/TLC/STP Swap Project</i>		<i>2,500,000</i>	<i>N/A</i>
<i>Nolte Contract</i>	<i>300,000</i>	<i>50,000</i>	<i>-83%</i>
<i>Measure A Payment to Caltrans</i>	<i>665,000</i>	<i>2,892,700</i>	<i>335%</i>
Strategy 3 - Local Transportation Infrastructure	10,139,880	7,151,892	-29%
<i>Substrategy 3.1 - Major Roads</i>	<i>7,504,000</i>	<i>4,869,500</i>	<i>-35%</i>
<i>Substrategy 3.2 - Local Roads</i>	<i>2,635,880</i>	<i>2,282,392</i>	<i>-13%</i>
Strategy 4 - Safer Access to Schools.	3,596,281	2,346,528	-35%
<i>Substrategy 4.1 - Safe Routes to Schools</i>	<i>700,000</i>	<i>650,000</i>	<i>-7%</i>
<i>Substrategy 4.2 - Crossing Guards</i>			
<i>Crossing Guards Contract</i>	<i>630,000</i>	<i>565,000</i>	<i>-10%</i>
<i>NUSD Agreement</i>	<i>90,000</i>	<i>160,000</i>	<i>78%</i>
<i>Crossing Guard Recertification Traffic Counts</i>		<i>150,000</i>	<i>N/A</i>
<i>Substrategy 4.3 - Safe Pathways To School Projects</i>	<i>2,176,281</i>	<i>821,528</i>	<i>-62%</i>
Other Misc Contracts		50,000	N/A
<i>Subtotal, Measure A Programs</i>	<i>27,981,898</i>	<i>28,290,234</i>	<i>1%</i>
Interagency Agreements			
County Calpark RM2 Project - Construction	1,675,000	2,892,000	73%
<i>Subtotal, Interagency Agreements</i>	<i>1,675,000</i>	<i>2,892,000</i>	<i>73%</i>
<i>Other Capital Expenditures</i>			
TFCA - Calpark Project	563,000		N/A
Other TFCA Projects	200,000	420,000	110%
TDA Article 3 Payment to Caltrans		1,560,500	N/A
<i>Subtotal, Other Capital Expenditures</i>	<i>763,000</i>	<i>1,980,500</i>	<i>160%</i>
<i>Total Expenditures</i>	<i>45,470,398</i>	<i>45,075,584</i>	<i>-1%</i>
Net Change in Fund Balance	(8,066,398)	(9,114,084)	13%
<i>Ending Balance</i>	<i>23,060,107</i>	<i>13,946,023</i>	<i>-40%</i>

Assumptions for FY2009-10 Budget Development

Item	Assumption
REVENUES	
Measure A	Conservative revenue estimate based on the current economic conditions
Cities and Counties	Annual total fix \$430,000, based on 50% lane-miles/50% population formula using 2008 Department of Finance population data and 2007 MTC lane-mile inventory data
Interest Earned	Based on estimated fund balance and investment return rate
STP/ CMAQ	Based on the funding agreement with MTC for FY2008-09, may need to be revised once have the FY2009-10 agreement
T-Plus	Based on the funding agreement with MTC for FY2008-09, may need to be revised once have the FY2009-10 agreement
STIP/ PPM	Based on staff support time needed for CTC programming and funding activity, and eligible project needs
RM-2	Based on project and staff needs estimates for CalPark Tunnel, Greenbrae Twin Cities Corridor, and the Central Marin Ferry Connection Project.
CBT	\$4,000 final payment from MTC pending the acceptance of the final plan
TDA Article 3	Funds dedicated to the 101 Gap Closure project to cover funding shortfall
TFCA	Based on FY2009-10 revenue estimates
Non-Motorized Transportation Pilot Program Funding	Balance of the \$100,000 from the county's NTPP program for the Street Smart Program
MSN Fed Earmark	Project and staff needs from the MSN earmark, including \$150,000 approved by the TAM Board for the HOT lane study
CMIA	CMIA funding needed for the 580/101 Interchange environmental and design support during construction
TCRP	TCRP funding estimated for MSN design work
Other Agency Contribution	Annual grant from Marin Community Foundation for School Pool/Safe Routes

Assumptions for FY2009-10 Budget Development

EXPENDITURES	
Administration	
<i>Salaries and Benefits</i>	Based on current approved staff level, 12 TAM/LGS positions and 0.75 FTE TAM/County employees. Budget level for FY2009-10 doesn't include the Public Information Officer Position and only 0.50 FTE for the senior planner position. Public Information Officer converted for next year to oncall consultant support.
<i>Office Lease</i>	Based on the current rent and operating cost information
<i>Equipment</i>	For small equipments purchase/update needs.
<i>Car Lease</i>	Evaluating car sharing option, if vendor can make vehicle available near TAM office, working with City of San Rafael on locating car share pod
<i>Telephone/Internet Services</i>	According to the actual cost of the telephone/internet and cell phone services. Cushion for potential internet service upgrade.
<i>Office Supplies</i>	Estimated based on FY2008-09 expenditures for office supplies and office equipment/water leasing
<i>Insurance</i>	Based on current price for insurance
<i>Audit</i>	Based on current financial audit team contract
<i>Legal</i>	For general legal services, primarily agreement with County Counsel
<i>Accounting/Payroll</i>	For County ACO, SAP services and LGS payroll related services
<i>Document Reproduction</i>	Based on estimated potential expenditures, including TAM and COC Annual Report production, increase to reflect cost increase and new project and program public outreach needs
<i>Memberships/Dues</i>	Based on Self Help Counties Coalition, CalCOG, MCEP dues for employees' professional memberships
<i>Travel, Training and Conferences</i>	Based on estimated staff travel needs
<i>Professional development</i>	For staff professional/computer skill training/classes
<i>Misc. Expenses</i>	For any necessary administration needs that are not included in the above budget lines
Professional Services	Based on current and anticipated consulting contracts
Measure A Programs	
<i>Measure A Reserve</i>	A 5% reserve fund is established as allowed in the Expenditure Plan to address potential variations in sales tax revenues
<i>Bike/ Ped Path Maintenance</i>	\$75,00 is available for routin maintainance for regional connecot paths according to the Bike/Ped Path Maintenance Policy TAM adopted on Febuary 28, 2008.
<i>Strategy 1</i>	Based on project/program needs
<i>Strategy 2</i>	Based on project/program needs
<i>Strategy 3</i>	Based on project/program needs
<i>Strategy 4</i>	Based on project/program needs
Interagency Agreement	
<i>County Calpark RM2 Project</i>	Based on Calpark project needs from project manager, pass-through RM2 funding for Marin County
Other Capital Expenditures	Potential TFCA project reimbursement needs as well as TDA Article 3 payment to Caltrans for the Hwy 101 Gap Closure project.

Attachment 3

Transportation Authority of Marin

FY2009-10 City/Town/County CMA Fee Schedule

Agency	SHARE			FEE		
	FY2010 Share	FY2009 Share	Difference	FY2010 Share	FY2009 Share	Difference
Belvedere	1.02%	1.02%	0.00%	\$ 4,374	\$ 4,374	\$ -
Corte Madera	3.42%	3.42%	0.00%	\$ 14,687	\$ 14,687	\$ -
Fairfax	2.76%	2.76%	0.00%	\$ 11,863	\$ 11,863	\$ -
Larkspur	3.91%	3.91%	0.00%	\$ 16,828	\$ 16,828	\$ -
Mill Valley	5.57%	5.57%	0.00%	\$ 23,938	\$ 23,938	\$ -
Novato	17.54%	17.54%	0.00%	\$ 75,405	\$ 75,405	\$ -
Ross	1.01%	1.01%	0.00%	\$ 4,353	\$ 4,353	\$ -
San Anselmo	4.44%	4.44%	0.00%	\$ 19,086	\$ 19,086	\$ -
San Rafael	19.57%	19.57%	0.00%	\$ 84,171	\$ 84,171	\$ -
Sausalito	2.75%	2.75%	0.00%	\$ 11,832	\$ 11,832	\$ -
Tiburon	3.40%	3.40%	0.00%	\$ 14,618	\$ 14,618	\$ -
County	34.61%	34.61%	0.00%	\$ 148,844	\$ 148,844	\$ -
Total	100.00%	100.00%	0.00%	\$ 430,000	\$ 430,000	\$ -

Notes:

- 1. Based on 50% lane miles and 50% population formula.*
- 2. Based on 2008 Department of Finance Population Estimates and 2007 MTC's Pavement Condition Index (PCI) Report on lane miles.*
- 3. No share change for FY2010 city/town/county fee schedule.*

Attachment 4

Calculation of FY2009-10 Appropriation Limit

Calculation of FY2009-10 Appropriation Limit

FY2008-09 Appropriation Limit		59,707,080
Inflation Factor (Per capita income change, 2005-2006)*	X	1.0680
Population Factor (Population change, 2007-2008)*	X	1.0068
FY2009-10 Appropriation Limit	\$	64,204,867

Appropriations Subject to the Limit

FY2009-10 Appropriation Limit	\$	64,204,867
FY2009-10 Appropriations Subject to Limit	\$	20,400,000
Amount under Limit	\$	43,804,867

*Sources:

1. Marin County Per Capital Income change from 2005 to 2006, from Bureau of Economic Analysis, US Department of Commerce.
2. Marin County Population change form July 2007 to July 2008, from California Department of Finance.

Attachment 5

Table 1: Administrative Work Plan for FY 2009-10

Ref #	Task	Level of responsibility	Milestones	Delivery Expected			
				1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
1	Ensure timely delivery of meeting notifications, agendas and packages for TAM's Executive Committee, Board and other Committee meetings	Manage/Deliver product	Monthly Board meeting/Committee meetings	X	X	X	X
2	Ongoing Committee and Board support; response to information and meeting requests	Manage/Deliver product	Ongoing	X	X	X	X
3	Manage public meetings and other outreach events of the various major capital projects	Manage/Deliver product	Completion of outreach; ongoing as needed	X	X	X	X
4	Respond to inquiries from the public/ follow up as necessary	Manage/ Deliver Product	Ongoing	X	X	X	X
5	Arrange for reproduction and distribution of various TAM materials	Manage/ Deliver Product	Ongoing	X	X	X	X
6	Bi-annual updates of the TAM work plans	Coordinate	2nd quarter and 4th quarter		X		X
7	Manage and coordinate the daily operations of the office site among the three agencies	Manage/Deliver product	Ongoing	X	X	X	X
8	Manage the front desk receptionist staff and coordinate with Marin Transit and SMART on various administration support functions the position may perform	Manage/ Deliver Product	Ongoing	X	X	X	X
9	Maintain servers, internet and phone services for the office location and resolve any potential technical problems	Manage/Deliver product	Ongoing	X	X	X	X
10	Maintain and Update website content	Manage/Deliver product	Ongoing	X	X	X	X
11	Ongoing security monitoring and establishment/implementation of website incident protocol	Manage/Deliver product	Security audits and monitoring on an ongoing basis to prevent incidents	X	X	X	X
12	Manage various TAM records and set up an efficient filing system for the new office location	Manage/Deliver product	Ongoing, as needed	X	X	X	X
13	Manage the recruitment of the Project Delivery Manager position	Manage/Deliver product	Start in August and finish in September/October	X	X		
14	Manage the recruitment of the Associate/Senior Planner position	Manage/Deliver product	Potential recruitment		X	X	

Attachment 5

Table 2: Finance Function Work Plan for FY 2009-10

Ref #	Task	Level of responsibility	Milestones	Delivery Expected			
				1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
1	Manage the \$12.5 CMAQ loan from MTC for the cash needs of 101 Gap Closure Project and ensure timely payment of the loan	Manage/Deliver product	Obtain the most up date cash flow needs of the project and finalize the loan in November		X		X
2	Manage/Coordinate COC FY 2008-09 Annual Report preparation	Manage/Deliver product	Draft ready in October, publish of the final report in November (fiscal year report)		X		
3	assist contract managers monitoring the expenditures of each contract	Manage/Deliver product	Draft ready in October, acceptance of the audit result in November		X		
4	Monitor actual revenues/expenditures against the FY2009-10 Budget and develop revisions as necessary	Manage/Deliver product	Mid-year budget review. at a min		X	X	
5	Coordinate and prepare FY 2010-11 budget and work plan process	Manage/Deliver product	Draft ready in April for Board and public review			X	X
6	Continue development of TAM Personnel Manual : personnel policies, benefits, operating process, etc.	Manage/Deliver product	Completion of TAM Personnel Manual				X
7	Manage TAM's financial advisor team	Manage/Deliver product	review potential bond financing needs for Major Road projects	X	X		
8	Manage financial elements of Coop Agreements (Caltrans), and other interagency agreements as necessary	Manage/Deliver product	Caltrans Coop - Gap Clo, 580/101 Connector, & Marin-Sonoma Narrows	X	X	X	X
9	Assist contract managers monitoring the expenditures of each contract	Manage/Coordinate	Ongoing monitoring, make sure expenditures are within the allowed contact amount or revision to the budget is required	X	X	X	X
10	Coordinate with County on the management of SAP financial system	Manage/Deliver product	Ongoing cooperation. & proper handling of TAM accounts via ACO & SAP system	X	X	X	X
11	Operate under County's SAP/MERIT system; complete. training /oversee TAM staff use	Manage/Deliver product	Learn the SAP/MERIT system., opera. under it w/ no glitches	X	X	X	X
12	Tracking revenues and expenditures and refine the tracking system	Manage/Deliver product	Refine SAP coding system to produce reports better meet TAM's tracking needs	X	X	X	X
13	Maintain staff time reporting protocols, track staff exp. against budget; make necessary adjustments to charging practices to meet funding levels	Manage/deliver product	Ensure mid-year and end of year actuals re: staffing meet budget availability		X		X
14	Respond in a timely manner to financial issues	Manage/Deliver product	Timely response of issues, protecting TAM's interests	X	X	X	X
15	Report regularly to Board, Citizens' Oversight Committee, others as needed	Manage/Deliver product	Quarterly Financial updates to Board and the COC	X	X	X	X

Attachment 5

Table 2: Finance Function Work Plan for FY 2009-10

Ref #	Task	Level of responsibility	Milestones	Delivery Expected			
				1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
16	Manage TAM COC, including review of financial activity of TAM's Measure A program	Manage/Deliver product	COC meetings held on as-needed basis but no less than quarterly	X	X	X	X
17	Update Debt and Investment policies as necessary; perform annual review of policies	Manage/ Deliver Product	Previous adopted policies require annual review/adjust as necessary			X	X

Table 3: Project Delivery Function Work Plan for FY 2009-10

Ref #	Work plan for FY 2009-10	Level of responsibility	Responsible	Milestone Achieved	Delivery Expected			
					1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
1	Completer Hwy 101 Bike/Ped & Soundwall project at Puerto Suello hill	Manage/Deliver product	DS/Fremier	Complete Project summer 2009.		X		
2	Hwy 101 HOV Gap Closure highway construction oversight - Segments 3 & 4	Manage/Deliver product	DS/Fremier	Ongoing resolution of construction issues/minimize cost to TAM	X	X	X	
3	Hwy 101 HOV Gap Closure: manage public outreach / respond to media & public	Manage/Deliver product	DS/Fremier	Ongoing coordination with elected's, businesses, residents, traveling public/ info sharing on construction events & traffic sequencing	X	X	X	
4	Participate in Regional HOT lane discussions. Manage Traffic and Revenue Study	Manage/Deliver product	DS/ Dan/Metzger	Monitor status of legislation authorizing HOT lanes in Bay Area/conduct study of HOT options in Marin / conduct public outreach re: HOT study and associated issues	X	X	X	
5	Measure A: Oversee Major Road Project Delivery/ track local approval	Manage/Deliver product	DC	Allocation process through local agency, TAC and TAM/ track delivery of projects	X	X	X	X
6	Measure A: Oversee Safe Pathways project delivery.	Manage/Deliver product	DC /BW	Adopt program of projects; coordinate with local agencies on implementation	X	X	X	X
7	Manage Project Management Oversight (PMO) Contract- TAM	Manage/Deliver product	Dan	Manage on-going consultant support for peak workload	X	X	X	X
8	Manage Project Delivery Support Oncall Contract- Locals	Manage/Deliver product	All	Enable local agency usage	X	X	X	X
9	Provide federal-aid delivery support to sponsors for all CMA funded programs	Manage/Deliver product	DC	Assure FFY 07 and 08 milestones met, assure no federal funds are lost	X	X	X	X
10	Provide delivery support to sponsors for other TAM programs: TFCA, TDA	Manage/Deliver product	DC	Assure delivery of TFCA projects, assure all TFCA funds are utilized; assure delivery of TDA projects	X	X	X	X
11	Manage Hwy 101 Greenbrae/ Twin Cities Corridor Improvements	Manage/Deliver product	BW	Complete project study report, continue preliminary engineering, initiate project reports and environmental document	X	X	X	X
12	Manage the Central Marin Ferry Connection Project	Manage/Deliver product	BW	Continue preliminary engineering (Phase A & B) Prepare environmental document. (Phase A). Initiate final design (Phase A)	X	X	X	X
13	Manage the RM2 funding for the Cal Park Hill Tunnel Rehabilitation and Multi-Use Pathway	Manage/Deliver product	BW	Mange RM2 allocations and reimbursement payments to County.	X	X	X	X
14	Marin Sonoma Narrows - Environmental Document	Manage/Deliver product	DS/Dennis	Assist Caltrans in completing the Environmental Document and securing a Record of Decision (ROD).	X	X		
15	MSN B1 Landfill Interchange Design	Manage/Deliver product	DS/Fremier	Oversee consultant design teams to develop appropriate design packages for the roadway environment.	X	X	X	X

Table 3: Project Delivery Function Work Plan for FY 2009-10

Ref #	<u>Work plan for FY 2009-10</u>	<u>Level of responsibility</u>	<u>Responsible</u>	<u>Milestone Achieved</u>	<u>Delivery Expected</u>			
					1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
16	MSN San Antonio Curve Correction Design	Manage/Deliver product	DS/Dennis	Oversee consultant design teams to develop appropriate design packages for the roadway environment.	X	X	X	X
17	MSN CMIA Scope and Funding	Manage/Deliver product	DS	Monitor CMIA Funding commitments and provide reporting as required.	X	X	X	X
18	I-580/US 101 Connector Project - implementation.	Manage/Deliver product	Dan	Complete PS&E, environmental re-evaluation, and provide construction package to Caltrans for advertisement and construction management..	X	X		
19	Crossing Guard Program - Manage	Manage/Deliver product	Dan	Manage on-going Crossing Guard Program	X	X	X	X
20	Manage Disadvantaged Enterprise Program (DBE)	Manage/Deliver product	BW	Update TAM DBE program for FFY 09-10	X			
21	Manage American Recovery and Reinvestment Act funding program	Manage/Monitor Project Deliver	DC/BW	Program and monitor local agency project delivery	X	X		
22	Assist local agencies to resolve issues on local projects involving Caltrans	Manage	All	Ongoing support of delivery of federal aid projects	X	X	X	X
23	Assist communication between Caltrans & Community re:maintenance/ SHOPP projects	Manage	All	Update TAM Board and Local Agencies on adopted 2008 SHOPP- monitor delivery of SHOPP projects	X	X	X	X
24	Participate in regional committees related to project delivery	Coordinate	All	Monitor federal, state, and regional project delivery requirements, work withy locals to assure delivery	X	X	X	X
25	Manage website and other public information as it relates to project responsibilities	Manage/Deliver product	All	Ongoing updates to Website info / format adjustments as needed	X	X	X	X

Table 4: Programming Function Work Plan for FY 2009-10

Ref #	Tasks	Level of responsibility	Milestones Required	Delivery Expected			
				1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
1	Manage funds swapped for the Highway 101 Gap Closure Project	Manage/Deliver product	Manage and distribute Measure A funds per federal funds swap arrangement on the Highway 101 Gap Closure Project, including TE, TLC, and STP funds	X	X	X	X
2	Manage Measure A application, allocation, and funding agreement process	Manage/Deliver Product	Process requests for funds through TAM Board and finalize local sponsor agreements	X	X	X	X
3	Solicit Annual Reports on local road projects funded with Measure A funds	Coordination	Work with local sponsors to submit annual reports	X	X		
4	Monitor delivery of Measure A programs & projects and assure consistency to Strategic Plan policies	Manage/Deliver Product	Assure delivery of prior phase work when funds requested	X	X	X	X
5	Program TDA funds	Manage/Deliver product	Work with MTC to program funds per TAM Board directions	X	X		
6	Provide oversight on projects with RTIP and TE funds from the 2010 STIP	Manage/Deliver product	Reconcile prior RTIP funds and develop new TE projects for programming in the 2010 STIP	X	X	X	X
7	Program TDA Article 3 funds	Manage/Deliver product	Convene the BPAC to review proposed projects	X	X		
8	Monitor project delivery all Safe Pathway (Measure A) fund recipients	Manage/Deliver product	Work with recipients on ensuring timely delivery	X	X	X	X
9	Issue Call for Projects for next cycle of Safe Pathway funds	Manage/Deliver product	Conduct Call for Projects, adopt program of projects, and issue funding agreements		X	X	
10	Manage TFCA Program	Manage/Deliver product	Conduct Call for Projects, adopt program of projects, reimburse funding requests, prepared annual reports and audit	X	X	X	X
11	Track and respond to new or revised delivery requirements on various fund sources	Manage/Deliver Product	Ongoing changes in federal fund requests	X	X	X	X
12	Manage use of federal earmarks	Manage/Deliver Product	Program/obligate/track expenditures. Startup of activity by TAM on Marin Sonoma Narrows	X	X	X	X
13	Amend Strategic Plan whenever necessary to accommodate changing project needs	Manage/Deliver Product	Update Revenue and Expenditure element of the Strategic Plan	X	X	X	X

Attachment 5

Table 4: Programming Function Work Plan for FY 2009-10

Ref #	Tasks	Level of responsibility	Milestones Required	Delivery Expected			
				1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
14	Manage RM2 funded projects	Manage/Deliver Product	Meet RM2 quarterly reporting requirements and update MTC as needed	X	X	X	X
15	Manage monitoring and reporting requirements from granting agencies	Manage/Deliver product	Manage misc reporting requests as needed (i.e., TFCA, STP, CMAQ, PPM)	X	X	X	X
16	Prepare federal fund requests as needed	Manage/Deliver product	Ongoing, for fed funds coming to TAM, such as earmarks, CMAQ for Hwy 101	X	X	X	X
17	Prepare TIP amendments and updates for Marin County	Manage/Deliver product	Ongoing management of the TIP in coordination with local sponsors	X	X	X	X
18	Announce/support/coordinate local agency applications to state and regional grant programs	Oversight/Coordination	Assist with ongoing grant opportunities, seeking out candidates & supporting applications	X	X	X	X
19	Track legislation affecting funding in Marin County	Oversight/Coordination	Work with TAM's legislative consultant and County legislative outreach on issue of concern to TAM	X	X	X	X
20	Participate in statewide & regional committees related to programming	Coordination	Ongoing coordination within region, at state level, and with fellow CMA's	X	X	X	X
21	Program ARRA funds	Coordination	Provide on-going support to assist local recipients on delivery projects and maximize opportunities to secure the most funds possible	X	X	X	
22	Infrastructure Bond (CMIA, SLPP, etc.) coordination at regional & state level	Coordination	Ongoing coordination within region, at state level, and with fellow CMA's	X	X	X	X

Attachment 5

Table 5: Planning Work Plan for FY 2009-10

Ref #	Work Items	Level of responsibility	Milestone Achieved	Delivery Expected			
				1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
1	Assess Climate Change efforts regionally and statewide for impact & opportunities in Marin County-/ SB 375 implementation	Coordination/ Manage/Deliver product	Ongoing effort to participate in state and regional AB 32/ SB 375 implementation strategies	X	X	X	X
2	Assess TAM protocol for modeling trips re: suitability to meet state/ regional/ local climate change goals	Manage/Deliver product	Present final recommendations to local agencies and TAM Board for approval/ acceptance	X	X	X	X
3	Lifeline: Manage Lifeline Capital Call for Projects; coordinate with Canal & Marin City CBTPs	Manage/Deliver product	Adopt program of projects- coordinated between Planning and Programming functions				X
4	Complete Marin City CBTP	Manage/Deliver product	Achieve acceptance by agencies involved in implementation	X			
5	Manage TLC/HIP Program:	Manage/Deliver product	Ongoing design review w/MTC, respond to scope & cost changes & new program implementation thru RTP, T-2035	X	X	X	X
6	Manage transportation/ land use efforts	Coordinate	Ongoing board rpts on development of regs/procedures and oppy's for TAM	X	X	X	X
7	Manage TOD/PED toolkit implementation & continue coordination with TPLUS Advisory Committee as needed	Manage/Deliver product	Upload TOD/Ped toolkit to TAM website/ conduct outreach workshops at local level/ update document as needed	X	X	X	X
8	Non-motorized Program/Project Implementation	Manage/Deliver product	Manage "Street Smarts" program, rollout to eight communities	X	X	X	X
9	2009 Congestion Management Program:(CMP)- do essential update to 2007 CMP.	Manage/Deliver product	TAM Board awarded contract 2009 CMP Update on Feb. 26, 2009. Draft report to TAM Board in July-September, adopted September 2009	X	X		
10	Utilize CMP traffic studies to focus attention on future modeling and monitoring necessary to extend beyond CMP role to capture multi-model trips of different activities.	Manage/Deliver product	Staff to return to TAM Board with outline of activity to achieve analysis goals / seek funds to carry out new modeling & monitoring	X	X	X	X
11	Participate in ongoing MTC procedural development over implementation of new 2009 RTP- T-2035. Provide Marin input	Coordination/ Manage	Ongoing Coordination re: implementation of T-2035	X	X	X	X

Attachment 5

Table 5: Planning Work Plan for FY 2009-10

Ref #	Work Items	Level of responsibility	Milestone Achieved	Delivery Expected			
				1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
12	Assess traffic impacts of land use changes for major projects in CMP- perform required transportation modeling	Manage/Deliver product	Ongoing impact analysis	X	X	X	X
13	General Plans: participate in updates / run Marin traffic model as necessary	Manage/Deliver product	Ongoing impact analysis	X	X	X	x
14	Manage Measure A Safe Routes to School program: Parisi Contract for SR2S.	Manage/Deliver product	Continue SR2S program in Marin County Schools. Quarterly reports to TAM Board.	X	X	X	X
15	Manage Safe Routes Grant for Marin Community Foundation- \$175,000/yr for 3 years dependent on adequate performance- School Pool and Teen SR2S education	Manage/ Deliver product	Grant for expanding School Pool countywide thru Web-based system, and for implementing teen Safe Routes outreach at schools- deliver performance reports to TAM and MCF	X	X	X	X
16	Manage Safe Pathways Process	Manage/Deliver product	Monitor projects to be funded from first cycle of Measure A Safe Pathways revenue. Assist as necessary w/funding agreement, implementation and project monitoring	X	X	X	X
17	Manage Measure A Safe Routes to School program: Crossing Guard contract	Manage/Deliver product	Continue Guard program from 2008. Complete surveys within School communities re: effectiveness. Assess program in 09/10 re: extg sites and adoption of new sites.	X	X	X	X
18	Station Area Plans: coordinate with MTC, SCTA, SMART and local governments on MTC Station Area Planning	Coordinate	Coord. between MTC and local cities/towns/ county to assess station locations in Marin	X	X	X	X
19	Finalize Southern/ Central Marin Transit study. Continue Sausalito- Mill Valley travel study. Look for oppy's for implementation	Manage/Deliver product	Finalize rpt on transit improvement options for corridor w/partners GGT & MTD. Perform& deliver travel study to Saus, Mill Valley,& County.	X	X		
20	MTC Corridor Study for 101/Freeway Performance Initiative (FPI)	Advise	Study pared with other similar studies Bay Area wide to enable FPIC program of freeway management thru MTC RTP.	X	X	X	X
21	MTC's TLC/HIP: coordinate applications from Marin County for Regional TLC/HIP program	Manage/Deliver product	Assure quality candidates from Marin County's jurisdictions		X	X	X
22	Implement commute alternatives/TDM Initiatives via 511.org- Vanpool Asst and Guaranteed Emergency Ride Home	Coordination Manage/Deliver product	Put into effect web-based GERH. Continue Vanpool Asst and marketing. Develop Employer Outreach Program. Assure Marin needs met.	X	X	X	X

Attachment 5

Table 5: Planning Work Plan for FY 2009-10

Ref #	Work Items	Level of responsibility	Milestone Achieved	Delivery Expected			
				1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
23	Monitor MTD's on-going delivery of services/expenditure of Measure A funds.	Oversight/Coordination	Quarterly Reports to TAM Board	X	X	X	X
24	Marin Transit SRTP and service delivery: provide coordination with MTD on delivery strategies	Oversight/Coordination	Participate in SRTP Update.	X	X	X	X
25	Manage CEQA review for TAM	Manage/Deliver product	Ongoing review per intergovernmental agency role under CEQA	X	X	X	X
26	Presentations to interest groups about TAM	Manage/Deliver product	Ongoing education of advocacy and public on transportation/land use issues	X	X	X	X
27	Manage website and other public information	Manage/Deliver product	Ongoing updates to Website info / format adjustments as needed	X	X	X	X
28	Coordinate programs that support land use and transportation connections	Advise	Ongoing coord. with MTC and fellow CMA's	X	X	X	X
29	Monitor state and federal legislation regarding transportation/land use	Advise	Ongoing Board rpts on development of regs/procedures and oppy's for TAM	X	X	X	X
30	Monitor large transportation projects by other agencies:i.e.Rich- San Rafael Brdg, Doyle Drive, GGNRA Plng	Coordination	Assure TAM concerns adequately addressed	X	X	X	X
31	Coordinate Priority Development Area issues with local and regional agencies	Coordination	Represent Local Interests in policy discussions	X	X	X	X

RECEIVED

STATE OF CALIFORNIA

STATE BOARD OF EQUALIZATION

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JUN 04 2009

Transportation Authority of Marin

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 Second District, Ontario/Sacramento

MICHELLE STEEL
 Third District, Rolling Hills Estates

JUDY CHU, Ph.D.
 Fourth District, Los Angeles

JOHN CHIANG
 State Controller

RAMON J. HIRSIG
 Executive Director

May 27, 2009

TO: CITY AND COUNTY FINANCE OFFICIALS

Continuing the practice of past years, we are sending you recently projected statewide taxable sales growth rates to assist in your coming budget preparations. These projections have been prepared by the Department of Finance in conjunction with the preparation of the 2009-10 May Revision budget proposal. The Department's projection's for 2009-10 taxable sales are sharply lower than what it forecasted last January.

Preliminary or estimated statewide changes in taxable sales for the first quarter of calendar year 2008 through the second quarter of calendar year 2010 are shown below:

<u>Sales Period</u>	<u>Year to Year Change In Taxable Sales</u>	<u>Allocations Received by Local Jurisdictions</u>
Jan. - Mar. 2008	-3.7	Mar. - June 2008
Apr. - June 2008	-2.3 (prelim.)	June - Sept. 2008
July - Sept. 2008	-5.0 (prelim.)	Sept. - Dec. 2008
Oct. - Dec. 2008	-16.3 (prelim.)	Dec. 2008 - Mar. 2009
Jan. - Mar. 2009	-14.4 (est.)	Mar. - June 2009
Apr. - June 2009	-14.4 (est.)	June - Sept. 2009
July - Sept. 2009	-11.5 (est.)	Sept. - Dec. 2009
Oct. - Dec. 2009	0.0 (est.)	Dec. 2009 - Mar. 2010
Jan. - Mar. 2010	-0.3 (est.)	Mar. - June 2010
Apr. - June 2010	1.1 (est.)	June - Sept. 2010

Sincerely,

Robert Ingenito
 Research and Statistics Section

RI:cee